

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE				5. PAY PLAN		6. SERIES	
8. WORKING TITLE				9. INCUMBENT <i>(Optional)</i>			
OFFICIAL							
10. TITLE							
Financial Technician							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	0503		05	MONTH/DAY/YEAR	YES	NO	DL
				08/13/2007			
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1 st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK
1. Knowledge Required	1-3		350		6. Personal Contacts		6-2
2. Supervisory Controls	2-2		125		7. Purpose of Contacts		7-b
3. Guidelines	3-2		125		8. Physical Demands		8-1
4. Complexity	4-3		150		9. Work Environment		9-1
5. Scope and Effect	5-2		75		27. TOTAL POINTS		27. 910
OPM JF PCS for Clerical & Tech Acct & Budget Work, GS-0500, Dec 97						28. GRADE	
						28. 05	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /s/ David Love						30. Date 08/13/2007	
31. Name and Title: David Love, Deputy Director, Human Resources Operations							
32. Remarks: FLSA: N FPL: 07 Standard Job # 0503-05a Stmt of Diff						33. OPM CERTIFICATION NUMBER	

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R					

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)						
GS	0503		0025	Financial Technician						
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)				
1=HQ 2=FLD		2 = Supv/ GSSG 4 = Supv. CSRA 5 = Max CSRA		6 = Leader WLGE 8 = All other posns	X=New Std. Applied Blank=NA	N=NO Y=Interdis		MO	DAY	YEAR
								08	13	2007
11. EARLY RET. CD. (1)			12. INACT/ACT (1)		13. DT. ABOL. (6)		14. DT.INACT/REACT (6)		15. AGCY. USE (10)	
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA		I=Inactive A=Active		MO DAY YEAR		MO DAY YEAR	
16. INTERDIS. SER. (40)										
(4)		(4)		(4)		(4)		(4)		(4)
17. INTERDIS. TITLE CD. (50)										
(5)		(5)		(5)		(5)		(5)		(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)		4. POS. SENS. (1)		5. COMP. LEV. (4)							
E=Exempt N=Nonexempt		0 = None 3 = 278 4 = 450		A=Sched A B=Sched B C=Sched C		0=Excepted but not A, B, C		1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk							
								05							
6. WK. TITLE CD. (4)				7. WK TITLE (38)											
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)							
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change		B=Lower Grade C=Higher Grade	D=Different title and/or series E=New Position/New FTE				
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)	
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)				MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR	
														08 13 2007	
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)		20. NTE. DT. (6)		21. POS. ST. BUD(1)			
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RGEG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use				MO DAY YEAR		MO DAY YEAR				Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.		Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.		Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change		5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.		9=Other							
23. DT. EMP. ASGN. (6)		24. DT. ABOL. (6)		25. INACT/ACT (1)		26. DT. INACT/REACT (6)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
MO	DAY	YEAR	MO	DAY	YEAR	A	1=Inact. 2=Act.	MO	DAY	YEAR					
30. CLASSIFIER'S SIGNATURE								31. DATE 08/13/2007							
/s/ David Love															
32. REMARKS															
Standard Job # 0503-05a															

**Financial Technician
GS-503-05**

**Standard Job # 0503-05a
Statement of Differences**

**STATEMENT OF DIFFERENCES
to Standard Job # 0503-07**

This is a developmental level designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 0503-7, Financial Technician (copy attached).

Factor 1. Knowledge Required

Level 1-3, 350 points

Knowledge of a body of standardized regulations, requirements, procedures and operations required to perform clerical and technical duties relating to budget, accounting, or the financial management support function.

Knowledge of terminology, processes, documents, and account structures as they relate to the Agency accounting system.

Skill in operating a personal computer and automated systems to input and manipulate data, to recognize standard error messages, and to make appropriate corrections.

Knowledge of the Agency's Annual Resource Management Planning (ARMPS) process and associated documentation and software program.

Ability to identify trends and to communicate financial implications to research leaders and scientists.

Ability to work with others in a team environment to solve problems and provide effective and responsive service relating to budget and fiscal management.

Ability to communicate and convey advice and recommendations, explain problem situations, and provide guidance on budget and fiscal matters to a diverse audience.

Total points equal 910 (GS-5 equals 855-1100 points)